



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEHR-M

*2 July 1998*

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE  
COMMANDS AND LABORATORIES, AND HQUSACE  
STAFF PRINCIPALS

SUBJECT: Officer Evaluation Report (OER) Guidance

1. This letter supercedes the letter of 17 June 1998 of the same subject.
2. As many officers are about to receive their first rating under the new OER system, it is appropriate that I reiterate some of the rules and the procedures that we will follow in this command.
3. The most important change, and of greatest concern, is the management of the senior rater profile. If a senior rater exceeds 33 percent "Above Center of Mass" (ACOM), he/she will receive a warning letter signed by the Chief, OER Branch, Management Support Division, PERSCOM. If a senior rater places 50% or more of the officers of a certain grade in the top block, called a misfire, he/she will receive a discipline memo signed by the CG, PERSCOM (Vice Chief of Staff for General Officers), outlining the seriousness of the infraction. The rated officer is not helped because the rating will be changed to Center of Mass (COM) by PERSCOM. The Chief of Engineers and I consider managing the senior rater profile to be a critical leadership responsibility and fully expect all senior raters in this command to comply with the guidance. Failure to do so will be addressed in their OER or Performance Appraisal.
4. In order to promote leadership communication, the senior raters and raters will provide copies of their support forms to their officers. Within the first thirty days of the rating period, the rater will conduct a face-to-face (or VTC) counseling with the rated officer to discuss and approve duty description and major performance objectives. The rated officer and rater will initial the form and send to the senior rater who will review, initial, and retain a copy. The original is returned to the rated officer thru the rater, who retains a copy. The support form is an important tool for every leader in guiding performance and development and should be frequently used throughout the rating period.
5. OER's for which the Chief or I are the rater or senior rater will be prepared as follows: the rated officer will check the administrative data for accuracy, but not sign the form. He/she will forward it, with the support form, to the rater in hard copy and electronically not later than (NLT) 15 days after the rating period unless a permanent change of station (PCS) is involved. In that case the rater must receive it 30 days prior to the end of the

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rating period. The rater will complete the rater portion and suggested comments in the senior rater portion. The front side (page 1) will be printed out and signed. Page 2 will be printed out on a separate sheet of paper. Those two sheets that have nothing printed on the backside, with the support form, will be sent in hard copy to CEHR-M (military personnel) and electronically to the executive officer of the senior rater NLT 45 days after the end of the rating period unless PCS is involved. PCS reports are due to the senior rater NLT 15 days prior to the end of the rating period. The senior rater will complete the senior rater portion and print page 2 of the OER behind the signed front side. The senior rater will then sign and return it to CEHR-M, who will return it to the rated officer, thru the rater, for signature. The rated officer will make a copy for his/her files and return the original to the senior rater. The senior rater will then release it for transmission to PERSCOM. Control of the release to PERSCOM must rest with the senior rater.

6. Addressees will distribute this letter to all officers in their command, directorate, or office and to all civilians who rate or senior rate military personnel.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Albert J. Genetti, Jr.", is written over a horizontal line.

ALBERT J. GENETTI, JR.

Major General, USA

Deputy Commander